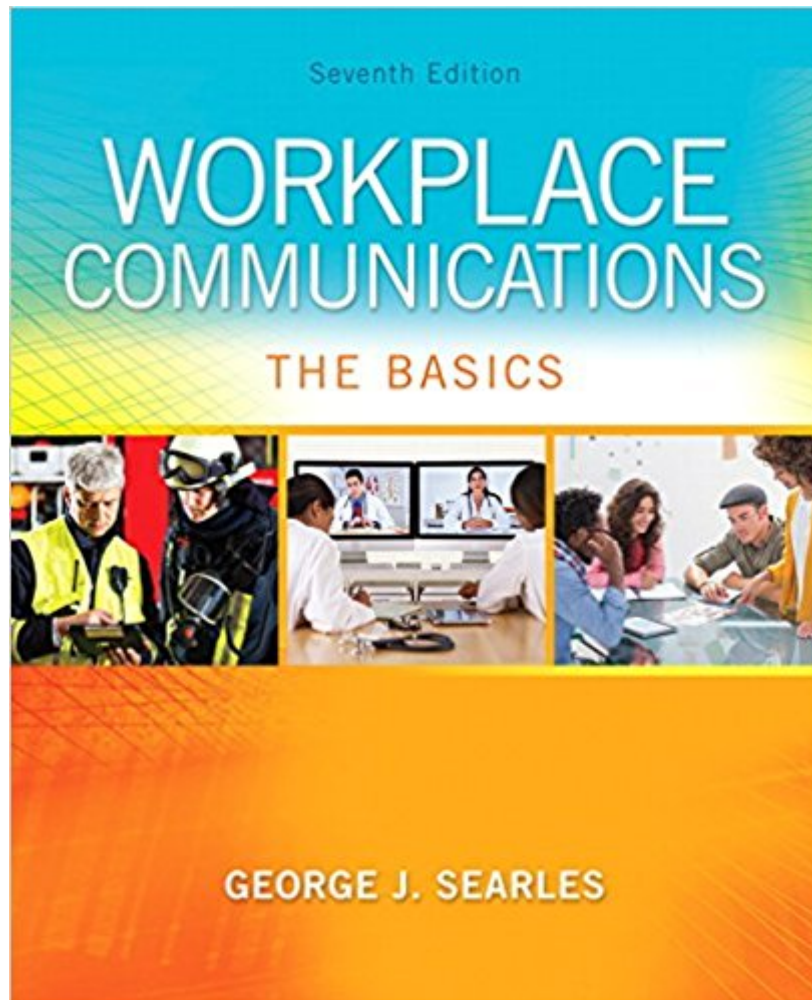




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# Workplace Communications: The Basics (7th Edition)



## Synopsis

For courses in Professional Communication and Workplace Writing.   Practical tools for communicating at work   After teaching a course to college students pursuing trade careers, George Searles realized his students needed a book focused on practical applications rather than theoryâ “and that explored workplace communication in a user-friendly tone.   Workplace Communications: The Basics   takes a down-to-earth approach to writing and communicating on the job, teaching the essentials in an accessible style appropriate for any student or course. The clear, concise nature of the book meets the needs of not only its originally intended audience, but the needs of students taking technical communication at a wide range of institutions for any major as well. The Seventh Edition retains and enhances the textâ ’s pedagogical aids, rich examples, and practical exercises, preparing students to communicate successfully in any workplace environment.   Also available with MyWritingLabâ„   MyWritingLab is an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them better absorb course material and understand difficult concepts. In addition to the full eText, activities directly from the text are available within MyWritingLab. These include the written assignments, readings from the text, review exercises and more.   Note: You are purchasing a standalone product; MyWritingLab does not come packaged with this content. Students, if interested in purchasing this title with MyWritingLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.   If you would like to purchase both the physical text and MyWritingLab, search for:   0134271904 / 9780134271903   Workplace Communications: The Basics Plus MyWritingLab with Pearson eText   Access Card Package, 7/e   Package consists of: 0133944131 / 9780133944136   MyWritingLab with Pearson eText   Access Card 013394414X / 9780133944143   Inside Star Sticker 0134120698 / 9780134120690   Workplace Communications: The Basics  

## Book Information

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## Customer Reviews

George J. Searles is a Professor of Arts & Humanities at Mohawk Valley Community College, specializing in journalism, business/technical writing, contemporary poetry, and Latin. He has also taught at Green Haven State Prison, Binghamton University (where he earned his Ph.D.), New York Institute of Technology, St. Elizabeth's College of Nursing, Utica College of Syracuse University, and SUNY College of Technology, and on the graduate level for New School University. Currently he is an adjunct instructor of creative writing at Pratt Institute's upstate campus at the Munson-Williams-Proctor Arts Institute in Utica. He has served on the governing boards of both the Modern Language Association and the North East Modern Language Association, presenting scholarly papers at the annual conventions of those and other such professional organizations. In addition, he has served as a communications consultant to many corporate clients and social services agencies, as well as the National Endowment for the Humanities and the National Science Foundation. Along with numerous articles, reviews, and poems in a broad range of popular and academic periodicals, he has published three volumes of literary criticism from university presses and five editions of *Workplace Communications: The Basics*, a Pearson textbook used on over 200 campuses here and abroad. The recipient of two SUNY Chancellor's medals for excellence, he was named the Carnegie Foundation's "New York State Professor of the Year" in 2002, and the New York State United Teachers' "Higher Education Member of the Year" in 2003.

One of the worst textbooks I have ever been forced to use.

Had to have it for school.

This book was as it was described and came on time.

I guess it was ok. Didn't really read it that much. Has some good examples, not really a textbook

Product is as advertised works well These are very nice. Everyone who walked into my home instantly loved them! Love them and get compliments all the time. definitely a good product  
Awesome ultra-affordable price with product, sales and evaluation are good, the key is easy to use, this is my most satisfying.

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